



NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

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MICHAEL A. PIRRO, M.P.H., M.P.A., R.S.
DIRECTOR OF PUBLIC HEALTH

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
MINUTES OF REGULAR MEETING
WEDNESDAY, December 18, 2013
Enfield Town Council Chambers
Enfield Town Hall
Enfield, Connecticut

RECEIVED
VERNON TOWN CLERK
14 FEB 11 AM 8:54

Members Present: David Skoczulek, Chairman, Mary Ann Turner, Linda DeGray, Trish Vayda, Len Norton, Maria Whelden, Kevin Mattia, Faith Roebelen, Diane Wheelock and Katherine Voss.

Members Absent: Christopher Howland, Jamie Woodside, Mary Schwab, Victor Mathieu and Lisa Lemire.

Also Present: Michael A. Pirro, Director of Health and Donna Fisher, Bookkeeper

Following a determination of a quorum, the meeting was called to order at 7:05 p.m.

Approval of Minutes of Regular Meeting of November 20, 2013

Mary Ann Turner asked if the new member from Enfield, Christopher Howland, had received notice of this meeting. The answer was yes but he was unable to attend. Mary Ann Turner asked that Christopher's last name on Page 2 of the Minutes be changed from Holland to Howland. The Minutes were then approved by consensus with the change.

Communications

Diane Wheelock asked if Michael Pirro had gotten an Emergency Call List to the new Vernon Mayor and Vernon Building Official. Mr. Pirro replied the list was e-mailed and hand delivered to the Mayor and Building Official and had previously been sent to 52 people in all our eight towns including First Selectmen, Town Managers, Police Departments and Dispatchers, Fire officials, etc.

Mary Ann Turner mentioned that David Wawer had resigned. She thought we should decide what type of occupation do we want the person who replaces him to have? Also, David Skoczulek mentioned we may need two representatives for Ellington depending on Jamie Woodside's status.



Committees

The first steps for the Short & Long Term Committee were approved at the last meeting. We still need a new chairman for this committee.

Mary Ann Turner said there is a possibility we can get our generator replaced for free, and we are still waiting for the three IT plans (options) from Paul Russell of Enfield IT but we have not had a chance to meet. All big ticket items are on hold for now. **(The three plans involved what to do with the servers - in-house, in the 'Cloud', or have Enfield take over them).**

Report of Director of Health

Financial Information will be presented by Maria Whelden.

Our Health Educator, Shayla Ranmal, is working on a nutrition program for food service establishments in Enfield and Suffield. This program was started by our previous Health Educator who began the program in East Windsor and Ellington. Shayla is also working with Rob Miller of Eastern Highlands Health District on asthma prevention. Kathy Voss explained that this program is to work with Doctors and children with asthma to decrease the number of Emergency Room visits as Connecticut has the highest rate of visits in the U.S. Mary Ann Turner asked Michael Pirro for a calendar of what Shayla does and where she is each day.

It was also asked what happened to the nutrition programs and physical activity programs the NCDHD previously offered. It was said that there were not enough people coming to classes to make them profitable but Faith Roebelen said she was going to the activity classes in Suffield and they were always well attended with at least 20 people in each class. Mr. Pirro explained that the reason we are no longer holding these programs is due to the fact that the Block Grant they were being run under has been totally changed and they no longer want us to run the programs but instead support programs already under way. Mary Ann Turner then asked for a calendar of who is being served by the Health Educator and where.

Four staff members have taken Phase 2 septic testing and all four passed - We now have 9 staff members who are Phase 2 septic certified and can review plans.

Three staff members have taken the Registered Sanitarian exam. They do not have their results yet. Standards are changing because 8 out of 9 people who take the RS exam in Connecticut have failed. We pay for the employee to take the exam once. If they fail and have to take the exam again, they pay on their own.

In reviewing a report from Deb Caronna, Mary Ann Turner wanted to know why are we not doing 3,000 inspections a year. **(The 3,000 number was a brief calculation that Mary Ann Turner did while going over the report.)** She wants a matrix of aggregate data, how well we have done, the number of trends, etc. She also wants a list of jobs and credentials.

Finance Committee

Maria Whelden passed out the budget FYE 2015 work sheet to the Board. She has not had any committee meetings but now has met with Mike Pirro, Roy Narvesan, and Donna Fisher and now has the numbers to submit to the Board for questions and revisions.

The Finance Committee is proposing \$80,000 for IT and telephone which breaks down to \$50,000 for equipment leasing and \$30,000 for support technology.

We are currently about \$1.00 below average for our per capita. If we increase our per capita by \$.50 that will give us enough funds to support the \$80,000 increase but there will be no funds for improvements to the Building.

~~Starting with Page 1 of 6, questions included: on the Other line under Fees & Permits - how did you come up with number for one full fiscal year?~~

What income is under Other income? (Lead Grant, MRC, CRI, Putting on Airs)

Page 2 of 6 - The largest increase is in Wages. Table the 2% increase for staff and \$10,000 for the Director until the Executive Session.

Board requested a list of Salary Ranges.

~~Pension - has been tabled for long term budget planning.~~

Medical and dental - the premiums will remain the same until November 30, 2014. Current employee cost share is 8% of premium for medical and dental. **(Donna Fisher explained that this was negotiated so that the premium will not be increased until December 2014)**

Break out Other Vehicle Expenses.

Mileage paid is \$.53 **(this was a typo)** per mile which is below the Federal guideline. Trish Vayda mentioned the Enfield schools get paid the Federal level but have to attach Mapquest to the mileage report. Linda DeGray asked Trish for a copy of the school policy regarding mileage reimbursement.

Break out the amount for gasoline and the amount for mileage.

Page 3 of 6 - Mary Ann Turner wanted to know what is in the space in Vernon? We should look into getting rid of the Vernon rent amount. **(Mr. Pirro will get back to Mary Ann Turner with this information.)**

Do not put lump sums for anything. The lease on the copiers should be under Equipment.

Kevin Mattia wanted to know if we have the capability to e-mail license renewals. **Mr. Pirro answered - not at this time, but we are working toward this with Enfield IT.**

There was a discussion on using a postage meter. Donna Fisher said it was too expensive in the past but was told to look into STAMPS.com.

Cut out staff meeting lunches **under Discretionary Expenses.** **(The consensus of the Board was that the District should not be paying for lunches during the monthly staff meetings and this practice will be discontinued.)**

Mary Ann Turner said \$12,000 for office supplies for four offices seems very high. Should be more like \$6,000.

There was a questions as to what kind of advertising do we do? The answer includes Legal Notices, Ad for Sanitarian, Ad for Secretary, Ad for Director of Health, etc.

Under Building Maintenance - included is snow plowing and landscaping. Mary Ann Turner will check on how much Enfield Department of Public Works will charge us. **(Mr. Pirro is to send an e-mail to Mary Ann Turner to remind her to do this.)**

Field Supplies: What is in each truck? \$5,000 is a lot of money for supplies. What does this include? Thermometers, alcohol wipes, etc.? Mary Ann Turner said each employee should supply his/her own field supplies - just like an auto mechanic has to. Also included in Field Supplies are shirts, jackets, rain coats, etc. **(The discussion by the Board regarding shirts, etc. was that, like the Ambulance company the Chairman works for, they want a professional appearance by their personnel so they provide them with uniforms.)**

Subscriptions - What training will be done next year that we need subscriptions for? **(Mr Pirro to get this information.)**

The Board requested a list of dues and licenses for each person.

What are possible tuition costs for next year? **(Mr. Pirro to get this information)**

Page 4 of 6 - Advisor - what is this for? This was for the CADH Short & Long Term Planning Advisor.

Computer Consultant - Is this Tony Lopez and does he receive \$12,000 per year? Donna Fisher explained that Tony Lopez works for \$75 per hour fee for services so his amount varies.

Equipment - includes bookcases, desks, etc. The Director must call Board to get approval for these kinds of purchases.

Equipment - Computers - These are separate because they are capital equipment **per our auditor**. We need the \$50,000 for new routers, computers and leasing of office equipment.

Mary Ann Turner discussed the history of why the Board was setting aside \$7,000 a year for a vehicle.

Building Improvements - \$10,000 - This amount is low to rehab 31 North Main Street. Is it actually worth it? We have paid Bob Hurd for building improvements he has suggested but Mary Ann Turner has someone else in mind who will be able to supply ~~the necessary plans for building improvements. We need to get an official appraisal of the building before going forward.~~ **an accurate evaluation of the building at 31 North Main Street, Enfield.**

In the audit, the official worth of the building is put at approximately \$450,000 but we cannot borrow the entire amount of what the building is worth and this amount seems to be a very high estimate of the building's worth.

Page 5 of 6 - The Board questioned does Contracted Services include hourly contract sanitarians? Donna Fisher answered - no, the hourly sanitarians are included under the Wage Line Item.

Page 6 of 6 - To sum up, with the 50 cent per capita increase, we would have the \$50,000 needed for IT improvements and the \$30,000 for IT support and still have an increase in the Fund Balance. Donna Fisher explained to the Board that we do not have a savings account - instead, we have a Fund Balance. Based on the Finance Committee's proposed budget, the Fund Balance for next year would be \$339,886 and of that amount \$139,886 **could** be available for capital expenditures and the remaining \$200,000 would be the cushion recommended by our auditor to be maintained for operating costs for the new year. **(The numbers Donna Fisher used to explain the Fund Balance were taken from the numbers stated in the budget worksheets passed out to the Board.)**

Executive Session

At this time, Diane Wheelock made a motion, seconded by Maria Whelden to go into Executive Session to discuss the Wages line item. The motion carried unanimously and the Board went into Executive Session at 9:35 p.m. Mr. Pirro and the Recording Secretary left at this time.

Per David Skoczulek, the Executive Session ended at 10:40 p.m. and the meeting adjourned.

Respectfully submitted,

Michael A. Pirro
Secretary